

# **ANNUAL REPORT**

OF

Name: ALTOONA MUNCIPAL WATER AND SEWER UTILITY

Principal Office: 1303 LYNN AVENUE

ALTOONA, WI 54702

For the Year Ended: DECEMBER 31, 2001

# WATER, ELECTRIC, OR JOINT UTILITY TO PUBLIC SERVICE COMMISSION OF WISCONSIN

P.O. Box 7854 Madison, WI 53707-7854 (608) 266-3766

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Version: 4.04i

# **SIGNATURE PAGE**

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#### **IDENTIFICATION AND OWNERSHIP**

Exact Utility Name: ALTOONA MUNCIPAL WATER AND SEWER UTILITY

Utility Address: 1303 LYNN AVENUE ALTOONA, WI 54702

When was utility organized? 11/1/1917

Report any change in name:

Effective Date: Utility Web Site:

### Utility employee in charge of correspondence concerning this report:

Name: MR. SCOTT RASMUSSEN

Title: FINANCE DIRECTOR

Office Address:

1303 LYNN AVENUE

P.O. BOX 8

ALTOONA, WI 54702

**Telephone:** (715) 839 - 6092 **Fax Number:** (715) 839 - 1800

E-mail Address:

#### Individual or firm, if other than utility employee, preparing this report:

Name: MR KEVIN KRYSINSKI

Title: CPA

Office Address: JOHNSON BLOCK & CO., INC.

6314 ODANA ROAD MADISON, WI 53719

**Telephone:** (608) 274 - 2002 **Fax Number:** (608) 274 - 4320

E-mail Address: kevink1@johnsonblock.com

#### President, chairman, or head of utility commission/board or committee:

Name: MR BERNARD BEHOUNEK

Title: MAYOR

Office Address:

1303 LYNN AVE P.O. BOX 8

ALTOONA, WI 54720

**Telephone:** (715) 839 - 1629 **Fax Number:** (715) 839 - 1800

E-mail Address:

Are records of utility audited by individuals or firms, other than utility employee? YES

#### **IDENTIFICATION AND OWNERSHIP**

### Individual or firm, if other than utility employee, auditing utility records:

Name: MR KEVIN KRYSINSKI

Title: CPA

Office Address: JOHNSON BLOCK & CO., INC

6314 ODANA ROAD MADISON, WI 53719

**Telephone:** (608) 274 - 2002 **Fax Number:** (608) 274 - 4320

E-mail Address: kevink1@johnsonblock.com

Date of most recent audit report: 3/29/2002

Period covered by most recent audit: 01/01/2001-12/31/2001

#### Names and titles of utility management including manager or superintendent:

Name: MR KENNETH TULLY

Title: DIRECTOR OF PUBLIC WORKS

Office Address:

1303 LYNN AVE P.O. BOX 8

ALTOONA, WI 54720

**Telephone:** (715) 839 - 1629 **Fax Number:** (715) 839 - 1800

E-mail Address:

Name of utility commission/committee: CITY COUNCIL

#### Names of members of utility commission/committee:

MR. BERNARD BEHOUNEK, MAYOR
MR DAVID ELVIG, ALDERPERSON
MR RALPH ELY, ALDERPERSON
MS. MARY KELLER, ALDERPERSON
MS ELIZABETH LORGE, ALDERPERSON
MR JEFF MANHARDT, ALDERPERSON
MR TIM MARKO, ALDERSPERSON

Is sewer service rendered by the utility? YES

If "yes," has the municipality, by ordinance, combined the water and sewer service into a single public utility, as provided by Wis. Stat. § 66.0819 of the Wisconsin Statutes?NO

**Date of Ordinance:** 

Are any of the utility administrative or operational functions under contract or agreement with an outside provider for the year covered by this annual report and/or current year (i.e., operation of water or sewer treatment plant)?

Provide the following information regarding the provider(s) of contract services:

### **IDENTIFICATION AND OWNERSHIP**

Provide a brief description of the nature of Contract Operations being provided:

# **INCOME STATEMENT**

Particulars (a)	This Year (b)	Last Year (c)	
UTILITY OPERATING INCOME			
Operating Revenues (400)	409,395	405,432	1
Operating Expenses:			
Operation and Maintenance Expense (401-402)	239,841	211,579	2
Depreciation Expense (403)	63,295	56,107	3
Amortization Expense (404-407)	0	0	4
Taxes (408)	80,930	82,131	5
Total Operating Expenses	384,066	349,817	
Net Operating Income	25,329	55,615	
Income from Utility Plant Leased to Others (412-413)	0	0	6
Utility Operating Income OTHER INCOME	25,329	55,615	_
Income from Merchandising, Jobbing and Contract Work (415-416)	0	0	7
Income from Nonutility Operations (417)	0	0	8
Nonoperating Rental Income (418)	0	0	_ 9
Interest and Dividend Income (419)	6,730	12,413	10
Miscellaneous Nonoperating Income (421)	(22,753)	(44,992)	11
Total Other Income	(16,023)	(32,579)	
Total Income	9,306	23,036	
MISCELLANEOUS INCOME DEDUCTIONS			
Miscellaneous Amortization (425)	0	0	_ 12
Other Income Deductions (426)	0	0	13
Total Miscellaneous Income Deductions	0	0	
Income Before Interest Charges	9,306	23,036	
INTEREST CHARGES			
Interest on Long-Term Debt (427)	9,704	11,507	_ 14
Amortization of Debt Discount and Expense (428)			15
Amortization of Premium on DebtCr. (429)			_ 16
Interest on Debt to Municipality (430)	0	0	17
Other Interest Expense (431)	0	0	_ 18
Interest Charged to ConstructionCr. (432)			19
Total Interest Charges	9,704	11,507	
Net Income	(398)	11,529	
EARNED SURPLUS	404.00=	470.700	
Unappropriated Earned Surplus (Beginning of Year) (216)	491,095	479,566	_ 20
Balance Transferred from Income (433)	(398)	11,529	21
Miscellaneous Credits to Surplus (434)	0	0	_ 22
Miscellaneous Debits to SurplusDebit (435)	0	0	23
Appropriations of SurplusDebit (436)	0	0	_ 24
Appropriations of Income to Municipal FundsDebit (439)	0	0	25
Total Unappropriated Earned Surplus End of Year (216)	490,697	491,095	

### **INCOME STATEMENT ACCOUNT DETAILS**

- 1. Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.
- 2. Nonregulated sewer income should be reported as Income from Nonutility Operations, Account 417.

Description of Item (a)	Amount (b)	
Revenues from Utility Plant Leased to Others (412):		
NONE		1
Total (Acct. 412):	0	_
Expenses of Utility Plant Leased to Others (413):		
NONE		_ 2
Total (Acct. 413):	0	_
Income from Nonutility Operations (417):		
NONE		3
Total (Acct. 417):	0	_
Nonoperating Rental Income (418):		
NONE		_ 4
Total (Acct. 418):	0	_
Interest and Dividend Income (419):		
LGIP INTEREST	4,900	5
INTEREST ON DEL UTILITIES	1,830	_ 6
Total (Acct. 419):	6,730	_
Miscellaneous Nonoperating Income (421):		
SEWER NET INCOME (LOSS)	(22,753)	7
Total (Acct. 421):	(22,753)	_
Miscellaneous Amortization (425):		
NONE		_ 8
Total (Acct. 425):	0	_
Other Income Deductions (426):		
NONE		9
Total (Acct. 426):	0	_
Miscellaneous Credits to Surplus (434):		
NONE		_ 10
Total (Acct. 434):	0	_
Miscellaneous Debits to Surplus (435):		
NONE		11
Total (Acct. 435)Debit:	0	-
Appropriations of Surplus (436):		
Detail appropriations to (from) account 215		_ 12
Total (Acct. 436)Debit:	0	-
Appropriations of Income to Municipal Funds (439):		
NONE		13
Total (Acct. 439)Debit:	0	-

# **INCOME FROM MERCHANDISING, JOBBING & CONTRACT WORK (ACCTS. 415-416)**

Particulars (a)	Water (b)	Electric (c)	Sewer (d)	Gas (e)	Total (f)	
Revenues (account 415)					C	<u> </u>
Costs & Expenses of Merchandising,	Jobbing and C	ontract Work	(416):			
Cost of merchandise sold					C	2
Payroll					C	3
Materials					C	_ ) 4
Taxes					C	5
Other (list by major classes):						_
					C	6
Total costs and expenses	0	0	0	0	) (	)
Net income (or loss)	0	0	0	0	(	)

#### REVENUES SUBJECT TO WISCONSIN REMAINDER ASSESSMENT

- 1. Report data necessary to calculate revenue subject to Wisconsin remainder assessment pursuant to Wis. Stat. § 196.85(2) and Wis. Admin. Code Ch. PSC 5.
- 2. If the sewer department is not regulated by the PSC, do not report sewer department data in column (d).

Description (a)	Water Utility (b)	Electric Utility (c)	Sewer Utility (Regulated Only) (d)	Gas Utility (e)	Total (f)	
Total operating revenues	409,395	0	0	0	409,395	1
Less: interdepartmental sales	0		0	0	0	2
Less: interdepartmental rents	0	0		0	0	3
Less: return on net investment in meters charged to regulated sewer department. (Do not report if nonregulated sewer.)	0 [				0	4
Less: uncollectibles directly expensed as reported in water acct. 904 (690 class D), sewer acct. 843, and electric acct. 904 (590 class D) -or- Net write-offs when Accumulated Provision for Uncollectible Accounts (acct. 144) is maintained					0	5
Other Increases or (Decreases) to Operating Revenues - Specify:					0	6
Revenues subject to Wisconsin Remainder Assessment	409,395	0	0	0	409,395	

#### **DISTRIBUTION OF TOTAL PAYROLL**

- 1. Amount originally charged to clearing accounts as shown in column (b) should be shown as finally distributed in column (c).
- 2. The amount for clearing accounts in column (c) is entered as a negative for account "Clearing Accounts" and the distributions to accounts on all other lines in column (c) will be positive with the total of column (c) being zero.
- 3. Provide additional information in the schedule footnotes when necessary.

Accounts Charged (a)	Direct Payroll Distribution (b)	Allocation of Amounts Charged Clearing Accts. (c)	Total (d)	
Water operating expenses	151,237		151,237	1
Electric operating expenses			0	2
Gas operating expenses			0	3
Heating operating expenses			0	4
Sewer operating expenses			0	5
Merchandising and jobbing			0	6
Other nonutility expenses			0	7
Water utility plant accounts			0	8
Electric utility plant accounts			0	9
Gas utility plant accounts			0	10
Heating utility plant accounts			0	11
Sewer utility plant accounts			0	12
Accum. prov. for depreciation of water plant			0	13
Accum. prov. for depreciation of electric plant			0	14
Accum. prov. for depreciation of gas plant			0	15
Accum. prov. for depreciation of heating plant			0	16
Accum. prov. for depreciation of sewer plant			0	17
Clearing accounts			0	18
All other accounts			0	19
Total Payroll	151,237	0	151,237	

# **BALANCE SHEET**

Assets and Other Debits (a)	Balance End of Year (b)	Balance First of Year (c)	
UTILITY PLANT			
Utility Plant (100)	3,483,272	3,249,975	1
Less: Accumulated Provision for Depreciation and Amortization of Utility Plant (110)	1,010,002	963,100	2
Net Utility Plant	2,473,270	2,286,875	
OTHER PROPERTY AND INVESTMENTS			
Nonutility Property (121)	3,875,357	3,635,339	3
Less: Accumulated Provision for Depreciation and Amortization of Nonutility Property (122)	1,124,406	1,013,674	4
Net Nonutility Property	2,750,951	2,621,665	
Investment in Municipality (123)	48,270	58,270	5
Other Investments (124)	0	0	6
Special Funds (125)	0	0	7
Total Other Property and Investments	2,799,221	2,679,935	
CURRENT AND ACCRUED ASSETS			
Cash and Working Funds (131)	295,506	375,756	8
Temporary Cash Investments (132)		0	9
Notes Receivable (141)	0	0	10
Customer Accounts Receivable (142)	92,133	95,091	11
Other Accounts Receivable (143)	88,498	101,420	12
Accumulated Provision for Uncollectible AccountsCr. (144)	0	0	13
Receivables from Municipality (145)	102,781	112,646	14
Materials and Supplies (150)	0	0	15
Prepayments (165)	0	4,907	16
Other Current and Accrued Assets (170)		0	17
Total Current and Accrued Assets	578,918	689,820	
DEFERRED DEBITS			
Unamortized Debt Discount and Expense (181)	0	0	18
Extraordinary Property Losses (182)	0	0	19
Other Deferred Debits (183)	0	0	20
Total Deferred Debits	0	0	
Total Assets and Other Debits	5,851,409	5,656,630	:

# **BALANCE SHEET**

Liabilities and Other Credits (a)	Balance End of Year (b)	Balance First of Year (c)	
PROPRIETARY CAPITAL			
Capital Paid in by Municipality (200)	3,016,170	2,871,212	21
Appropriated Earned Surplus (215)			22
Unappropriated Earned Surplus (216)	490,697	491,095	23
Total Proprietary Capital	3,506,867	3,362,307	
LONG-TERM DEBT			
Bonds (221)	167,662	196,692	24
Advances from Municipality (223)	0	0	25
Other Long-Term Debt (224)	8,699	16,910	26
Total Long-Term Debt	176,361	213,602	
CURRENT AND ACCRUED LIABILITIES			
Notes Payable (231)	0	0	27
Accounts Payable (232)	177,183	89,690	_ 28
Payables to Municipality (233)	0	0	29
Customer Deposits (235)			_ 30
Taxes Accrued (236)	0	0	31
Interest Accrued (237)	0	0	32
Other Current and Accrued Liabilities (238)	2,213	2,246	33
Total Current and Accrued Liabilities	179,396	91,936	
DEFERRED CREDITS			
Unamortized Premium on Debt (251)	0	0	_ 34
Customer Advances for Construction (252)			35
Other Deferred Credits (253)	0	0	_ 36
Total Deferred Credits	0	0	
OPERATING RESERVES			
Property Insurance Reserve (261)			37
Injuries and Damages Reserve (262)			_ 38
Pensions and Benefits Reserve (263)			39
Miscellaneous Operating Reserves (265)			_ 40
Total Operating Reserves	0	0	
CONTRIBUTIONS IN AID OF CONSTRUCTION			
Contributions in Aid of Construction (271)	1,988,785	1,988,785	41
Total Liabilities and Other Credits	5,851,409	5,656,630	=

### **NET UTILITY PLANT**

Report utility plant accounts and related accumulated provisions for depreciation and amortization after allocation of common plant accounts and related provisions for depreciation and amortization to utility departments as of December 31.

Particulars (a)	Water (b)	Sewer (c)	Gas (d)	Electric (e)	
Plant Accounts:	(2)	(0)	(4)	(0)	-
Utility Plant in Service (101)	3,325,460	0	0	0 1	1
Utility Plant Purchased or Sold (102)				2	2
Utility Plant in Process of Reclassification (103)					3
Utility Plant Leased to Others (104)				4	4
Property Held for Future Use (105)					5
Completed Construction not Classified (106)				6	6
Construction Work in Progress (107)	157,812			7	7
Utility Plant Acquisition Adjustments (108)				8	В
Other Utility Plant Adjustments (109)				9	9
Total Utility Plant	3,483,272	0	0	0	
Accumulated Provision for Depreciation and Amo	ortization:				
Accumulated Provision for Depreciation of Utility Plant in Service (110)	1,010,002	0	0	0 10	0
Total Accumulated Provision	1,010,002	0	0	0	
Net Utility Plant	2,473,270	0	0	0	

# **ACCUMULATED PROVISION FOR DEPRECIATION AND AMORTIZATION OF UTILITY PLANT (ACCT. 110)**

Depreciation Accruals (Credits) during the year:

- 1. Report the amounts charged in the operating sections to Depreciation Expense (403).
- 2. If sewer operations are nonregulated, do not report sewer depreciation on this schedule.
- 3. Report the Depreciation Expense on Meters charged to sewer operations as an addition in the Water column. If the sewer is also a regulated utility by the PSC, report an equal amount as a reduction in the Sewer column.
- 4. Report all other accruals charged to other accounts, such as to clearing accounts.

Particulars (a)	Water (b)	(c)	(d)	(e)	Total (f)
Balance first of year	963,100				963,100
Credits During Year					
Accruals:					
Charged depreciation expense (403)	63,295				63,295
Depreciation expense on meters					
charged to sewer (see Note 3)	7,357				7,357
Accruals charged other					
accounts (specify):					
					0
Salvage					0
Other credits (specify):					
					0
Total credits	70,652	0	0	0	70,652
Debits during year					
Book cost of plant retired	23,750				23,750
Cost of removal					0
Other debits (specify):					
					0
Total debits	23,750	0	0	0	23,750
Balance End of Year	1,010,002	0	0	0	1,010,002
Composite Depreciation Rate?	No				
If yes, what is the rate?					

# **NET NONUTILITY PROPERTY (ACCTS. 121 & 122)**

- 1. Report separately each item of property with a book cost of \$5,000 or more included in account 121.
- 2. Other items may be grouped by classes of property.
- 3. Describe in detail any investment in sewer department carried in this account.

Description (a)	Balance First of Year (b)	Additions During Year (c)	Deductions During Year (d)	Balance End of Year (e)	
Nonregulated sewer plant	3,635,339	504,880	264,862	3,875,357	1
Other (specify): NONE	0			0	2
Total Nonutility Property (121)	3,635,339	504,880	264,862	3,875,357	_
Less accum. prov. depr. & amort. (122)	1,013,674	110,732		1,124,406	3
Net Nonutility Property	2,621,665	394,148	264,862	2,750,951	=

# ACCUMULATED PROVISION FOR UNCOLLECTIBLE ACCOUNTS-CR. (ACCT. 144)

Particulars (a)	Amount (b)	
Balance first of year	0	1
Additions:		
Provision for uncollectibles during year		2
Collection of accounts previously written off: Utility Customers		3
Collection of accounts previously written off: Others		4
Total Additions	0	_
Deductions:	_	
Accounts written off during the year: Utility Customers		5
Accounts written off during the year: Others		6
Total accounts written off	0	
Balance end of year	0	

# **MATERIALS AND SUPPLIES**

Account (a)	Generation (b)	Transmission (c)	Distribution (d)	Other (e)	Total End of Year (f)	Amount Prior Year (g)	
Electric Utility							
Fuel for generation					0	0	1
Other					0	0	2
Total Electric Utility					0	0	•

Account	Total End of Year	Amount Prior Year	
Electric utility total	0	0	1
Water utility		0	2
Sewer utility		0	3
Gas utility		0	4
Merchandise		0	5
Other materials & supplies		0	6
Total Materials and Supplies	0	0	_

# UNAMORTIZED DEBT DISCOUNT & EXPENSE & PREMIUM ON DEBT (ACCTS. 181 AND 251)

Report net discount and expense or premium separately for each security issue.

	Written			
Debt Issue to Which Related (a)	Amount (b)	Account Charged or Credited (c)	Balance End of Year (d)	
Unamortized debt discount & expense (181)				_
NONE				1
Total			0	
Unamortized premium on debt (251)		=		
NONE				2
Total			0	

# **CAPITAL PAID IN BY MUNICIPALITY (ACCT. 200)**

Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D, sewer and privates) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.

Particulars (a)	Amount (b)	
Balance first of year	2,871,212	1
Changes during year (explain):		
UTILITY WORK DONE IN THE TIF - WATER	7,583	2
UTILITY WORK DONE IN THE TIF - SEWER	137,375	3
Balance end of year	3,016,170	

# **BONDS (ACCT. 221)**

- 1. Report hereunder information required for each separate issue of bonds.
- 2. If there is more than one interest rate for an aggregate obligation issue, average the interest rates and report one rate.
- 3. Proceeds advanced by the municipality from sale of general obligation bonds, if repayable by utility, should be included in account 223.

Description of Issue (a)	Date of Issue (b)	Final Maturity Date (c)	Interest Rate (d)	Principal Amount End of Year (e)	
1996 GO BONDS	06/06/1996	06/01/2006	5.14%	167,662	1
	1	Total Bonds (A	ccount 221):	167,662	

#### **NOTES PAYABLE & MISCELLANEOUS LONG-TERM DEBT**

- 1. Report each class of debt included in Accounts 223, 224 and 231.
- 2. Proceeds of general obligation issues, if subject to repayment by the utility, should be included in Account 223.
- 3. If there is more than one interest rate for an aggregate obligation issue, average the interest rates and report one rate.

Account and Description of Obligation (a and b)	Date of Issue (c)	Final Maturity Date (d)	Interest Rate (e)	Principal Amount End of Year (f)	
Other Long-Term Debt (224)				_	
Capital Lease	08/10/1997	08/10/2002	5.94%	8,699	1
Total for Account 224				8,699	

# **TAXES ACCRUED (ACCT. 236)**

Particulars (a)	Amount (b)		
Balance first of year	0	1	
Accruals:			
Charged water department expense	80,930	2	
Charged electric department expense		3	
Charged sewer department expense	1,891	4	
Other (explain):		-	
NONE		5	
Total Accruals and other credits	82,821		
Taxes paid during year:			
County, state and local taxes	75,471	6	
Social Security taxes	6,887	7	
PSC Remainder Assessment	463	8	
Other (explain):		,	
NONE		9	
Total payments and other debits	82,821		
Balance end of year	0	•	

# **INTEREST ACCRUED (ACCT. 237)**

- 1. Report below interest accrued on each utility obligation.
- 2. Report Customer Deposits under Account 231.

	Interest Accrued	d		Interest Accrue	d
Description of Issue (a)	Balance First of Year (b)	Interest Accrued During Year (c)	Interest Paid During Year (d)	Balance End of Year (e)	
Bonds (221)					
1996 GO BONDS	0	8,700	8,700	0	1
Subtotal	0	8,700	8,700	0	
Advances from Municipality (223)					'
NONE	0			0	2
Subtotal	0	0	0	0	
Other Long-Term Debt (224)					'
Capital Lease	0	1,004	1,004	0	3
Subtotal	0	1,004	1,004	0	
Notes Payable (231)					'
NONE	0			0	4
Subtotal	0	0	0	0	
Total	0	9,704	9,704	0	

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# **CONTRIBUTIONS IN AID OF CONSTRUCTION (ACCOUNT 271)**

		Elect	ric				
Particulars (a)	Water (b)	Distribution (c)	Other (d)	Sewer (e)	Gas (f)	Total (g)	
Balance First of Year	1,054,250	0	0	934,535	0	1,988,785	1
Add credits during year:							
For Services						0	2
For Mains						0	3
Other (specify): NONE						0	4
Deduct charges (specify):							
NONE						0	5
Balance End of Year	1,054,250	0	0	934,535	0	1,988,785	:
Amount of federal and state grants in aid received for utility construction included in End of Year totals						0	6

# **BALANCE SHEET END-OF-YEAR ACCOUNT BALANCES**

Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.

Particulars (a)	Balance End of Year (b)	
Investment in Municipality (123):		
ADVANCE TO ICE CENTER	48,270	1
Total (Acct. 123):	48,270	-
Other Investments (124): NONE		2
Total (Acct. 124):	0	-
Special Funds (125): NONE		3
Total (Acct. 125):	0	_
Notes Receivable (141): NONE		4
Total (Acct. 141):	0	_
Customer Accounts Receivable (142):		-
Water	92,133	5
Electric		6
Sewer (Regulated)		7
Other (specify): NONE		8
Total (Acct. 142):	92,133	_
Other Accounts Receivable (143):		
Sewer (Non-regulated)	88,498	9
Merchandising, jobbing and contract work		_ 10
Other (specify):		44
NONE Total (Acct. 143):	88,498	11
	00,490	-
Receivables from Municipality (145): DELINQUENT UTILITIES	102,781	12
Total (Acct. 145):	102,781	- 12
	· · · · · · · · · · · · · · · · · · ·	-
Prepayments (165): NONE		13
Total (Acct. 165):	0	
Extraordinary Property Losses (182):		•
NONE Total (Aget 182):		_ 14
Total (Acct. 182):	0	-
Other Deferred Debits (183):		4-
NONE Total (Acet 183):		15
Total (Acct. 183):  Date Printed: 04/22/2004 8:36:19 AM	PSCW Applied Report:	

### **BALANCE SHEET END-OF-YEAR ACCOUNT BALANCES**

Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.

	Particulars (a)	Balance End of Year (b)	
Payables to Municipality (233)	:		
NONE		16	
Total (Acct. 233):		<u> </u>	
Other Deferred Credits (253):			
NONE		17	
Total (Acct. 253):		0	

#### **RETURN ON RATE BASE COMPUTATION**

- 1. The data used in calculating rate base are averages.
- 2. Calculate those averages by summing the first-of-year and the end-of-year figures for each account and then dividing the sum by two.
- 3. Note: Do not include property held for future use or construction work in progress with utility plant in service. These are not rate base components.

Average Rate Base (a)	Water (b)	Electric (c)	Sewer (d)	Gas (e)	Total (f)	
Add Average:						_
Utility Plant in Service	3,287,717	0	0	0	3,287,717	1
Materials and Supplies	0	0	0	0	0	2
Other (specify):						_
					0	3
Less Average:						
Reserve for Depreciation	986,551	0	0	0	986,551	4
Customer Advances for Construction					0	5
Contributions in Aid of Construction	1,054,250	0	0	0	1,054,250	6
Other (specify):						
					0	7
Average Net Rate Base	1,246,916	0	0	0	1,246,916	
Net Operating Income	25,329	0	0	0	25,329	8
Net Operating Income						
as a percent of Average Net Rate Base	2.03%	N/A	N/A	N/A	2.03%	

# **RETURN ON PROPRIETARY CAPITAL COMPUTATION**

- 1. The data used in calculating proprietary capital are averages.
- 2. Calculate those averages by summing the first-of-year and end-of-year figures for each account and then dividing by two.

Description (a)	Amount (b)	
Average Proprietary Capital		
Capital Paid in by Municipality	2,943,691	1
Appropriated Earned Surplus	0	
Unappropriated Earned Surplus		3
Other (Specify):		4
Total Average Proprietary Capital	3,434,587	•
rotar / troings rispirotary supritur		
Net Income		•
	(398)	5

# IMPORTANT CHANGES DURING THE YEAR

Report changes of any of the following types:
1. Acquisitions.
2. Leaseholder changes.
3. Extensions of service.
4. Estimated changes in revenues due to rate changes.
5. Obligations incurred or assumed, excluding commercial paper.
6. Formal proceedings with the Public Service Commission.
7. Any additional matters.

#### **FINANCIAL SECTION FOOTNOTES**

#### Signature Page (Page ii)

Johnson Block & Co., Inc. Certified Public Accountants

INDEPENDENT ACCOUNTANT'S REPORT

City of Altoona Altoona, Wisconsin

We have compiled the accompanying Municipal Utility Annual Report of the Altoona Municipal Water and Sewer Utility as of December 31, 2001 in the accompanying prescribed form in accordance with Statements on Standards for Accounting and Review issued by the American Institute of Certified Public Accountants. We have also compiled the supplementary information presented in the prescribed form.

Our compilation was limited to presenting in the form prescribed by the Wisconsin Public Service Commission, information that is the representation of management. We have not audited or reviewed the financial statements referred to above and accordingly, do not express an opinion or any other form of assurance on it.

The Municipal Utility Annual Report is presented in accordance with the requirements of the Wisconsin Public Service Commission, which differ from generally accepted accounting principles. Accordingly, the Municipal Utility Annual Report is not designated for those who are not informed about such differences.

Johnson Block & Co., Inc. March 22, 2002

6314 Odana Road, Madison, Wisconsin 53719 Phone: (608) 274-2002 Fax (608) 274-4320

#### FINANCIAL SECTION FOOTNOTES

#### Identification and Ownership - Contacts (Page iv)

no response, watch in 2002. If still significant, visit by Bruce or Peter? ele 1/28/03

June 25, 2002

Mr. Scott Rasmussen, Finance Director Altoona Municipal Water & Sewer Utility 1303 Lynn Avenue P.O. Box 8 Altoona, WI 54702-0008

2001 Analytical Review DWCCA-120-PJL

Dear Mr. Rasmussen:

The Public Service Commission staff is in the process of completing an analytical review of your utility's 2001 annual report. The purposes of an analytical review are to detect possible reporting or accounting related errors and to identify significant fluctuations from established trends in reported data not sufficiently explained in the annual report. It is our hope that this review will supply information that will enable us to better provide guidance to your utility regarding proper utility accounting and the preparation of future annual reports. In order to complete this review, we request the following information:

During our review, we noted the percent of water losses for your water utility was 40 percent in 2001. This loss is in excess of the Wis. Admin. Code PSC 185.85(4) ceiling of 25 percent for Class D water utilities. Our objective is to offer our assistance in determining the reason(s) for your high water loss and lend our support to acquire the resources to correct the problem.

Managing water losses is a project that might require some changes in your utility operations, planning and resource allocations. Perhaps you already have a plan or have budgeted resources to reduce your water losses. If so, please send or email us within the next 60 days a copy of your plan and/or information identifying the additional resources dedicated to addressing water losses.

If you do not have a plan, please refer to Attachment A included with this letter. This provides practical steps to address water losses. After consideration of these steps, please send or email us within the next 60 days a copy of a plan to address your water losses. If your utility does not own leak detection equipment, many consultants offer leak detection services. Another resource is the Wisconsin Rural Water Association (WRWA) that offers leak detection assistance to water utilities. You may call WRWA at (715) 344-7778. Commission staff is also available to provide further information or technical advice. If you have questions, please call Peter Feneht who may be reached at (608) 266-5614. Email water loss plans to peter.feneht@psc.state.wi.us and indicate in your response to the review letter that you have (or will) comply.

#### FINANCIAL SECTION FOOTNOTES

We appreciate your cooperation in providing the above information. These recommendations are intended to provide accounting assistance and should not be construed as criticisms of utility personnel. If you have any questions, please feel free to contact me at (608) 267-9198. We prefer that you respond by e-mail if it is convenient for you to do so. My e-mail address is peter.leege@psc.state.wi.us. If we have no questions regarding your response, you can consider the review closed.

Sincerely,

Peter J. Leege Financial Specialist Division of Water, Compliance, and Consumer Affairs

Enclosure

PJL:dwh:w:\compl\Analytical Reviews\2001 analytical review letters\120.doc

# **WATER OPERATING REVENUES & EXPENSES**

Particulars (a)	Amounts (b)	
Operating Revenues		
Sales of Water		
Sales of Water (460-467)	394,832	1
Total Sales of Water	394,832	-
Other Operating Revenues		
Forfeited Discounts (470)	1,370	2
Miscellaneous Service Revenues (471)	0	3
Rents from Water Property (472)	0	4
Interdepartmental Rents (473)	0	5
Other Water Revenues (474)	13,193	6
Amortization of Construction Grants (475)	0	7
Total Other Operating Revenues	14,563	
Total Operating Revenues	409,395	_
Operation and Maintenenance Expenses		
Source of Supply Expenses (600-605)	24,012	_ 8
Pumping Expenses (620-625)	48,373	9
Water Treatment Expenses (630-635)	28,140	_ 10
Transmission and Distribution Expenses (640-655)	64,387	11
Customer Accounts Expenses (901-904)	24,624	_ 12
Sales Expenses (910)	0	13
Administrative and General Expenses (920-935)	50,305	_ 14
Total Operation and Maintenenance Expenses	239,841	-
Other Operating Expenses		
Depreciation Expense (403)	63,295	15
Amortization Expense (404-407)		16
Taxes (408)	80,930	17
Total Other Operating Expenses	144,225	
Total Operating Expenses	384,066	<b>-</b> <b>-</b>
NET OPERATING INCOME	25,329	=

#### **WATER OPERATING REVENUES - SALES OF WATER**

- 1. Where customer meters record cubic feet, multiply by 7.48 to obtain number of gallons.
- 2. Report estimated gallons for unmetered sales.
- 3. Sales to multiple dwelling buildings through a single meter serving 3 or more family units should be classified commercial.
- 4. Account 460, Unmetered Sales to General Customers Gallons of Water Sold should not include in any way quantity of water, i.e. metered, or measured by tank or pool volume. The quantity should be estimated based on size of pipe, flow, foot of frontage, etc. Bulk water sales should be Account 460 if the quantity is estimated and should be Account 461 if metered or measured by volume. Water related to construction should be a measured sale of water (either Account 461 or Account 464).
- 5. Other accounts: see application Help files for details.

Particulars (a)	Average No. T Customers (b)	housands of Gallons of Water Sold (c)	Amounts (d)	
Operating Revenues				
Sales of Water				
Unmetered Sales to General Customers (460)				
Residential				1
Commercial				2
Industrial				3
Total Unmetered Sales to General Customers (460)	0	0	0	
Metered Sales to General Customers (461)				
Residential	2,237	113,773	238,910	4
Commercial	201	23,051	36,742	5
Industrial				6
Total Metered Sales to General Customers (461)	2,438	136,824	275,652	•
Private Fire Protection Service (462)	6		900	7
Public Fire Protection Service (463)	2,220		106,464	8
Other Sales to Public Authorities (464)	36	9,292	11,816	9
Sales to Irrigation Customers (465)				10
Sales for Resale (466)		0	0	11
Interdepartmental Sales (467)				12
Total Sales of Water	4,700	146,116	394,832	<b>:</b>

# **SALES FOR RESALE (ACCT. 466)**

Use a separate line for each delivery point.

Thousands of
Customer Name Point of Delivery Gallons Sold Revenues
(a) (b) (c) (d)

NONE

## **OTHER OPERATING REVENUES (WATER)**

- 1. Report revenues relating to each account and fully describe each item using other than the account title.
- 2. Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D and privates) and all other lesser amounts grouped as Miscellaneous.
- 3. For a combined utility which also provides sewer service that is based upon water readings, report the return on net investment in meters charged to sewer department in Other Water Revenues (474).

Particulars (a)	Amount (b)	
Public Fire Protection Service (463):		
Amount billed (usually per rate schedule F-1 or Fd-1)	106,464	_ 1
Wholesale fire protection billed		2
Amount billed for fighting fires outside utility's service areas (usually per rate schedule F-2 or BW-1)		3
Other (specify): NONE		4
Total Public Fire Protection Service (463)	106,464	_
Forfeited Discounts (470):		-
Customer late payment charges	1,370	5
Other (specify): NONE	,	- 6
Total Forfeited Discounts (470)	1,370	-
Miscellaneous Service Revenues (471):		-
NONE		7
Total Miscellaneous Service Revenues (471)	0	_
Rents from Water Property (472):		_
NONE		8
Total Rents from Water Property (472)	0	-
Interdepartmental Rents (473):		_
NONE		9
Total Interdepartmental Rents (473)	0	_
Other Water Revenues (474):		_
Return on net investment in meters charged to sewer department	6,926	10
Other (specify):	•	-
UTILITY SEARCHES, METER HOOK UP	6,267	11
Total Other Water Revenues (474)	13,193	
Amortization of Construction Grants (475):		
NONE		12
Total Amortization of Construction Grants (475)	0	_

### **WATER OPERATION & MAINTENANCE EXPENSES**

Each expense account that has an increase or a decrease when compared to the previous year of greater than 25 percent, but not less than \$5,000, shall be fully explained in the schedule footnotes.

Particulars (a)	Amount (b)
SOURCE OF SUPPLY EXPENSES	
Operation Labor (600)	12,642
Purchased Water (601)	,
Operation Supplies and Expenses (602)	11,370
Maintenance of Water Source Plant (605)	
Total Source of Supply Expenses	24,012
PUMPING EXPENSES	
Operation Labor (620)	14,490
Fuel for Power Production (621)	
Fuel or Power Purchased for Pumping (622)	33,830
Operation Supplies and Expenses (623)	
Maintenance of Pumping Plant (625)	53
Total Pumping Expenses	48,373
WATER TREATMENT EXPENSES  Operation Labor (630)  Chemicals (631)  Operation Supplies and Expenses (632)	11,939 16,201 1
Maintenance of Water Treatment Plant (635)	
Total Water Treatment Expenses	28,140
TRANSMISSION AND DISTRIBUTION EXPENSES	
Operation Labor (640)	
	21,257 1
Operation Supplies and Expenses (641)	
Operation Supplies and Expenses (641) Maintenance of Distribution Reservoirs and Standpipes (650)	
Maintenance of Distribution Reservoirs and Standpipes (650)	1,290 1
Maintenance of Distribution Reservoirs and Standpipes (650)  Maintenance of Mains (651)	1,290 1 27,433 1
Maintenance of Distribution Reservoirs and Standpipes (650)  Maintenance of Mains (651)  Maintenance of Services (652)	1,290 1 27,433 1
Maintenance of Distribution Reservoirs and Standpipes (650)  Maintenance of Mains (651)  Maintenance of Services (652)  Maintenance of Meters (653)	1,290 1 27,433 1 2,353 1

### **WATER OPERATION & MAINTENANCE EXPENSES**

Each expense account that has an increase or a decrease when compared to the previous year of greater than 25 percent, but not less than \$5,000, shall be fully explained in the schedule footnotes.

Particulars Amount (a) (b)	
CCOUNTS EXPENSES	
Labor (901) 5,5	68
Collecting Labor (902) 16,4	13
xpenses (903) 2,6	43_
counts (904)	
r Accounts Expenses 24,6	24
ISES	
s (910)	
penses	0
IVE AND GENERAL EXPENSES	70
and General Salaries (920) 12,9	70
and Expenses (921) 2,4	50_
Expenses TransferredCredit (922)	
es Employed (923) 2,0	67
nce (924) 2,5	82
mages (925)	
sions and Benefits (926) 29,5	36
nmission Expenses (928)	
General Expenses (930)	72
Expenses (933)	
General Plant (935)	28
rative and General Expenses 50,3	05
n and Maintenance Expenses 239,8	41_
rative and General Expenses 50,3	3

## **TAXES (ACCT. 408 - WATER)**

When allocation of taxes is made between departments, explain method used.

Description of Tax (a)	Method Used to Allocate Between Departments (b)	Amount (c)	
Property Tax Equivalent		75,471	_ 1
Less: Local and School Tax Equivalent on Meters Charged to Sewer Department		1,891	2
Net property tax equivalent		73,580	
Social Security		6,887	3
PSC Remainder Assessment		463	4
Other (specify):			
NONE			5
Total tax expense	_	80,930	

### PROPERTY TAX EQUIVALENT (WATER)

- 1. No property tax equivalent shall be determined for sewer utilities or town sanitary district water utilities.
- 2. Tax rates are those issued in November (usually) of the year being reported and are available from the municipal treasurer. Report the tax rates in mills to six (6) decimal places.
- 3. The assessment ratio is available from the municipal treasurer. Report the ratio as a decimal to six (6) places.
- 4. The utility plant balance first of year should include the gross book values of plant in service, property held for future use and construction work in progress.
- 5. An "other tax rate" is included in the "Net Local and School Tax Rate Calculation" to the extent that it is local. An example is a local library tax. Fully explain the rate in the Property Tax Equivalent schedule footnotes.
- 6. The Property Tax Equivalent to be reported for the year is determined pursuant to Wis. Stat § 66.0811(2). Report the higher of the current year calculation or the tax equivalent reported in the 1994 PSC annual report, unless, the municipality has authorized a lower amount, then that amount is reported as the property tax equivalent.
- 7. If the municipality has authorized a lower amount, the authorization description and date of the authorization must be reported in the Property Tax Equivalent schedule footnotes.

Particulars (a)	Units (b)	Total (c)	County A (d)	County B (e)	County C (f)	County D (g)
County name			Eau Claire			1
SUMMARY OF TAX RATES						2
State tax rate	mills		0.199333			3
County tax rate	mills		3.624722			4
Local tax rate	mills		4.462607			
School tax rate	mills		9.761017			6
Voc. school tax rate	mills		1.813904			7
Other tax rate - Local	mills		0.000000			8
Other tax rate - Non-Local	mills		0.000000			9
Total tax rate	mills		19.861583			10
Less: state credit	mills		1.497827			11
Net tax rate	mills		18.363756			12
PROPERTY TAX EQUIVALENT CALC	ULATIC	N				13
Local Tax Rate	mills		4.462607			14
Combined School Tax Rate	mills		11.574921			15
Other Tax Rate - Local	mills		0.000000			16
Total Local & School Tax	mills		16.037528			17
Total Tax Rate	mills		19.861583			18
Ratio of Local and School Tax to Total	al dec.		0.807465			19
Total tax net of state credit	mills		18.363756			20
Net Local and School Tax Rate	mills		14.828086			21
Utility Plant, Jan. 1	\$	3,249,975	3,249,975			22
Materials & Supplies	\$	0	0			23
Subtotal	\$	3,249,975	3,249,975			24
Less: Plant Outside Limits	\$	0	0			25
Taxable Assets	\$	3,249,975	3,249,975			26
Assessment Ratio	dec.		0.807465			27
Assessed Value	\$	2,624,241	2,624,241			28
Net Local & School Rate	mills		14.828086			29
Tax Equiv. Computed for Current Yea		38,912	38,912			30
Tax Equivalent per 1994 PSC Report	\$	75,471				31
Any lower tax equivalent as authorized						32
by municipality (see note 6)	\$					33
Tax equiv. for current year (see note	6) \$	75,471				34

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#### WATER UTILITY PLANT IN SERVICE

- 1. All adjustments, corrections and reclassifications should be reported in Column (f), Adjustments.
- 2. Explain fully as a schedule footnote the nature of all entries reported in Column (f), Adjustments.
- 3. Explain as a schedule footnote the dollar additions and retirements reported in Columns (c) and (e) for each account over \$50,000 not supported by statistical schedules.
- 4. Use only the account titles listed. If the utility has subaccounts other than accounts 372.1 and 397.1, combine them into one total and detail by subaccount as a schedule footnote.

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	
INTANGIBLE PLANT			
Organization (301)	0		1
Franchises and Consents (302)	0		_ 2
Miscellaneous Intangible Plant (303)	0		3
Total Intangible Plant	0	0_	-
SOURCE OF SUPPLY PLANT			
Land and Land Rights (310)	11,710		_ 4
Structures and Improvements (311)	0		5
Collecting and Impounding Reservoirs (312)	0		_ 6
Lake, River and Other Intakes (313)	0		7
Wells and Springs (314)	79,485		8
Infiltration Galleries and Tunnels (315)	0		9
Supply Mains (316)	0		10
Other Water Source Plant (317)	0		11
Total Source of Supply Plant	91,195	0_	_
PUMPING PLANT			
Land and Land Rights (320)	0		12
Structures and Improvements (321)	54,852		13
Boiler Plant Equipment (322)	0		14
Other Power Production Equipment (323)	0		15
Steam Pumping Equipment (324)	0		16
Electric Pumping Equipment (325)	235,270	15,184	17
Diesel Pumping Equipment (326)	0		18
Hydraulic Pumping Equipment (327)	0		19
Other Pumping Equipment (328)	0		20
Total Pumping Plant	290,122	15,184	_
WATER TREATMENT PLANT			
Land and Land Rights (330)	0		21
Structures and Improvements (331)	0		22
Water Treatment Equipment (332)	15,338		23
Total Water Treatment Plant	15,338	0_	-
TRANSMISSION AND DISTRIBUTION PLANT			
Land and Land Rights (340)	5,689		24
Structures and Improvements (341)	0		25

## **WATER UTILITY PLANT IN SERVICE (cont.)**

Accounts (d)	Retirements During Year (e)	Adjustments Increase or (Decrease) (f)	Balance End of Year (g)
INTANGIBLE PLANT			
Organization (301)			0 1
Franchises and Consents (302)			0 2
Miscellaneous Intangible Plant (303)			0 3
Total Intangible Plant	0	0	0
SOURCE OF SUPPLY PLANT			
Land and Land Rights (310)			11,710 4
Structures and Improvements (311)			0 5
Collecting and Impounding Reservoirs (312)			0 6
Lake, River and Other Intakes (313)			0 7
Wells and Springs (314)			79,485 8
Infiltration Galleries and Tunnels (315)			0 9
Supply Mains (316)			0 10
Other Water Source Plant (317)			0 11
Total Source of Supply Plant	0	0	91,195
PUMPING PLANT Land and Land Rights (320)			<u>0</u> 12
Structures and Improvements (321)			54,852 13
Boiler Plant Equipment (322)			<u> </u>
Other Power Production Equipment (323)			0 15
Steam Pumping Equipment (324)			<u> </u>
Electric Pumping Equipment (325)			250,454 17
Diesel Pumping Equipment (326)			<u>0</u> 18
Hydraulic Pumping Equipment (327)			0 19
Other Pumping Equipment (328)			0 20
Total Pumping Plant	0	0	305,306
WATER TREATMENT PLANT			
Land and Land Rights (330)			0 21
Structures and Improvements (331)			0 22
Water Treatment Equipment (332)			15,338 23
Total Water Treatment Plant	0	0	15,338
TRANSMISSION AND DISTRIBUTION DUANT			
TRANSMISSION AND DISTRIBUTION PLANT Land and Land Rights (340)			5,689 24
Structures and Improvements (341)			
Otractares and improvements (541)			0 23

#### WATER UTILITY PLANT IN SERVICE

- 1. All adjustments, corrections and reclassifications should be reported in Column (f), Adjustments.
- 2. Explain fully as a schedule footnote the nature of all entries reported in Column (f), Adjustments.
- 3. Explain as a schedule footnote the dollar additions and retirements reported in Columns (c) and (e) for each account over \$50,000 not supported by statistical schedules.
- 4. Use only the account titles listed. If the utility has subaccounts other than accounts 372.1 and 397.1, combine them into one total and detail by subaccount as a schedule footnote.

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	
TRANSMISSION AND DISTRIBUTION PLANT			
Distribution Reservoirs and Standpipes (342)	279,381		26
Transmission and Distribution Mains (343)	1,674,980	4,893	27
Fire Mains (344)	0		28
Services (345)	338,725		29
Meters (346)	218,518	77,188	30
Hydrants (348)	226,934	1,970	31
Other Transmission and Distribution Plant (349)	0		32
Total Transmission and Distribution Plant	2,744,227	84,051	_
GENERAL PLANT			
Land and Land Rights (389)	0		33
Structures and Improvements (390)	73,091		34
Office Furniture and Equipment (391)	15,145		35
Computer Equipment (391.1)	0		36
Transportation Equipment (392)	10,358		37
Stores Equipment (393)	0		38
Tools, Shop and Garage Equipment (394)	0		39
Laboratory Equipment (395)	0		40
Power Operated Equipment (396)	0		41
Communication Equipment (397)	0		42
SCADA Equipment (397.1)	0		43
Miscellaneous Equipment (398)	10,499		44
Other Tangible Property (399)	0		45
Total General Plant	109,093	0	_
Total utility plant in service directly assignable	3,249,975	99,235	_
Common Utility Plant Allocated to Water Department	0		46
Total utility plant in service	3,249,975	99,235	=

# WATER UTILITY PLANT IN SERVICE (cont.)

Accounts (d)	Retirements During Year (e)	Adjustments Increase or (Decrease) (f)	Balance End of Year (g)	
TRANSMISSION AND DISTRIBUTION PLANT				_
Distribution Reservoirs and Standpipes (342)				26
Transmission and Distribution Mains (343)			1,679,873 2	27
Fire Mains (344)			0_2	
Services (345)			338,725 2	
Meters (346)	23,750		271,956	30
Hydrants (348)			228,904	31
Other Transmission and Distribution Plant (349)			<u> </u>	32
Total Transmission and Distribution Plant	23,750	0	2,804,528	
GENERAL PLANT				
Land and Land Rights (389)			0 3	22
Structures and Improvements (390)			73,091	
Office Furniture and Equipment (391)			15,145	
Computer Equipment (391.1)				36
Transportation Equipment (392)			10,358	
Stores Equipment (393)			0 3	
Tools, Shop and Garage Equipment (394)				39
Laboratory Equipment (395)			0 4	
Power Operated Equipment (396)				_
Communication Equipment (397)			_	<del>7</del> 1
SCADA Equipment (397.1)				<del>4</del> 2
Miscellaneous Equipment (398)			10,499	-
Other Tangible Property (399)			10,499	
Total General Plant	0	0	109,093	73
·		0	·	
Total utility plant in service directly assignable	23,750	U	3,325,460	
Common Utility Plant Allocated to Water Department			0 4	46
Total utility plant in service	23,750	0	3,325,460	

## SOURCE OF SUPPLY, PUMPING AND PURCHASED WATER STATISTICS

Expanded definitions of the three types of accounted-for water reported on this schedule are included in the schedule Help and in the Reference Manual Schedule Reference Sheet.

Sources	of	Water	Suppl	v

	50	Sources of water Supply				
Month (a)	Purchased Water Gallons (000's) (b)	Surface Water Gallons (000's) (c)	Ground Water Gallons (000's) (d)	Total Gallons All Methods (000's) (e)		
January			19,900	19,900		
February			19,050	19,050		
March			20,179	20,179		
April			17,084	17,084		
May			19,391	19,391		
June			21,273	21,273		
July			30,283	30,283		
August			24,027	24,027		
September			20,189	20,189		
October			17,938	17,938		
November			15,789	15,789		
December			16,842	16,842		
Total annual pumpa	ge 0	0	241,945	241,945		
Less: Water sold				146,116		
Volume pumped but n	not sold			95,829		
Volume sold as a perd	cent of volume pumped			60%		
Volume used for wate	r production, water quality	and system mainten	ance			
Volume related to equ	ipment/system malfunctio	n				
Non-utility volume NO	T included in water sales					
Total volume not sold	but accounted for			0		
Volume pumped but u	inaccounted for			95,829		
Percent of water lost				40%		
We have no explana some drought proble	icate causes and state whation for the variance in waters this summer and had to 1,000,000 gallon	ter pumped vs water to refill the water towe	billed. We had	:: 		
	nped by all methods in any	one day during repo	rting year (000 gal.)	915		
Date of maximum: 7	//25/2001					
Cause of maximum: Water ban ended						
Minimum gallons pum	ped by all methods in any	one day during repor	ting year (000 gal.)	5		
Date of minimum: 1	/30/2001					
	700/2001					
Total KWH used for p				420,454		
Total KWH used for policy for policy for policy for the second se	umping for the year			420,454		

## **SOURCES OF WATER SUPPLY - GROUND WATERS**

Location (a)	Identification Number (b)	Depth \ in feet (c)	Well Diameter in inches (d)	Yield Per Day in gallons (e)	Currently In Service? (f)	_
WELL SOUTHEND 1ST ST WEST	1	194	12	213,000	Yes	1
WELL BRADWOOD AND 7TH	3	195	29	345,000	Yes	2
WELL BRADWOOD AND BARTLET	Γ 4	192	12	230,000	Yes	3
WELL 5TH AND BARTLETT	5	174	20	196,000	Yes	4
WELL DEVNEY AND 3RD STREET	6	184	21	225,000	Yes	5

# **SOURCES OF WATER SUPPLY - SURFACE WATERS**

	Intakes					
Location (a)	Identification Number (b)	Distance From Shore in feet (c)	Depth Below Surface in feet (d)	Diameter in inches (e)		

NONE 1

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#### **PUMPING & POWER EQUIPMENT**

- 1. Use a separate column for each pump.
- 2. Indicate purpose of pump by: P for primary (from source to reservoir, treatment or distribution system), B for booster (from reservoir or treatment to distribution system, or within distribution system), or S for standby pumping equipment.
- 3. Indicate destination (of water pumped) by: R for reservoir, T for treatment or D for distribution system.

Particulars (a)	Unit A (b)	Unit B (c)	Unit C (d)	
Identification	1	3	4	1
Location	1ST STREET WEST	7TH AND BRADWOOD	6TH STEET	2
Purpose	Р	Р	Р	3
Destination	D	D	D	4
Pump Manufacturer	GRUNDFOS	FAIRBANKS	FAIRBANKS	5
Year Installed	1993	1959	1967	6
Туре	VERTICAL TURBINE	VERTICAL TURBINE	VERTICAL TURBINE	7
Actual Capacity (gpm)	125	300	155	8
Pump Motor or				9
Standby Engine Mfr	FRANKLIN	FAIRBANKS	FAIRBANKS	10
Year Installed	1993	1959	1967	11
Туре	ELECTRIC	ELECTRIC	ELECTRIC	12
Horsepower	15	15	10	13

Particulars (a)	Unit D (b)	Unit E (c)	Unit F (d)
Identification	5	6	14
Location	SHOP	DEVNEY AND 3RD	15
Purpose	Р	Р	16
Destination	D	D	17
Pump Manufacturer	FAIRBANKS	AURORA	18
Year Installed	1972	1984	19
Туре	VERTICAL TURBINE	VERTICAL TURBINE	20
Actual Capacity (gpm)	157	189	21
Pump Motor or			22
Standby Engine Mfr	FAIRBANKS	AURORA	23
Year Installed	1972	1984	24
Туре	ELECTRIC	ELECTRIC	25
Horsepower	10	10	26

## **RESERVOIRS, STANDPIPES & WATER TREATMENT**

- 1. Identify as R (reservoir), S (standpipe) & ET (elevated tank).
- 2. Use a separate column for each using additional copies if necessary.
- 3. Enter elevation difference between highest water level in S or ET, (or R only on an elevated site) and the water main where the connection to the storage begins branching into the distribution system.

Particulars (a)	Unit A (b)	Unit B (c)	Unit C (d)	
Identification number or name	UNIVERSAL			1
RESERVOIRS, STANDPIPES OR ELEVATED TANKS				2
Type: R (reservoir), S (standpipe) or ET (elevated tank)	ET			4 5
Year constructed	1974			6
Primary material (earthen, steel, concrete, other)	STEEL			7
Elevation difference in feet (See Headnote 3.)	108			9 10
Total capacity in gallons (actual)	500,000			11
WATER TREATMENT PLANT Disinfection, type of equipment (gas, liquid, powder, other)	POWDER			12 13 14
Points of application (wellhouse, central facilities, booster station, other)	WELLHOUSE			15 16 17
Filters, type (gravity, pressure, other, none)	NONE			18 19
Rated capacity of filter plant (m.g.d.) (note: 1,200,000 gal/day = 1.2 m.g.d.)	0.0000			20 21 22
Is a corrosion control chemical used (yes, no)?	Y			23 24
Is water fluoridated (yes, no)?	N			25

#### **WATER MAINS**

- 1. Report mains separately by pipe material, function, diameter and either within or outside the municipal boundaries.
- 2. Identify pipe material as: L (Lead), M (Metal for all other metal excluding lead), A (Asbestos-cement), or P (Plastic for plastic and all other non-metal excluding asbestos-cement).
- 3. Identify function as: T (Transmission), D (Distribution) or S (Supply).
- 4. Explain all reported adjustments as a schedule footnote.
- 5. For main additions reported in column (e), as a schedule footnote:
  - a. Explain how the additions were financed.
  - b. If assessed against property owners, explain the basis of the assessments.
  - c. If the assessments are deferred, explain.

				ľ	Number of Fee	et		
Pipe Material (a)	Main Function (b)	Diameter in Inches (c)	First of Year (d)	Added During Year (e)	Retired During Year (f)	Adjustments Increase or (Decrease) (g)	End of Year (h)	_
M	D	4.000	12,741	0	0	0	12,741	_ 1
M	D	6.000	68,584	0	0	0	68,584	2
M	D	8.000	54,043	0	0	0	54,043	_ 3
M	D	10.000	6,925	0	0	0	6,925	4
M	D	12.000	4,180	0	0	0	4,180	
M	D	14.000	2,485	0	0	0	2,485	6
M	D	18.000	35	0	0	0	35	_ <sub>7</sub>
M	D	21.000	5,798	0	0	0	5,798	8
Total Within N	<b>funicipality</b>		154,791	0	0	0	154,791	_
Total Utility		=	154,791	0	0	0	154,791	_

#### **WATER SERVICES**

- 1. Explain all reported adjustments as a schedule footnote.
- 2. Report in column (h) the number of utility-owned services included in columns (c) through (g) which are temporarily shut off at the curb box or otherwise not in use at end of year.
- 3. For services added during the year in column (d), as a schedule footnote:
  - a. Explain how the additions were financed.
  - b. If assessed against property owners, explain the basis of the assessments.
  - c. If installed by a property owner or developer, explain the basis of recording the cost of the additions, the total amount and the number of services recorded under this method.
  - d. If any were financed by application of Cz-1, provide the total amount recorded and the number of services recorded under this method.
- 4. Report services separately by pipe material and diameter.
- 5. Identify pipe material as: L (Lead), M (Metal for all other metal excluding lead), A (Asbestos-cement) or P (Plastic for plastic and all other non-metal excluding asbestos-cement).

Pipe Material (a)	Diameter in Inches (b)	First of Year (c)	Added During Year (d)	Removed or Permanently Disconnected During Year (e)	Adjustments Increase or (Decrease) (f)	End of Year (g)	Utility Owned Services Not In Use at End of Year (h)
M	0.625	1,377	0	0	0	1,377	
M	0.750	16	0	0	0	16	
M	1.000	511	0	0	0	511	
M	1.500	199	0	0	0	199	
M	2.000	9	0	0	0	9	
M	3.000	3	0	0	0	3	
M	4.000	1	0	0	0	1	
M	6.000	1	0	0	0	1	
<b>Total Utilit</b>	:y	2,117	0	0	0	2,117	0

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#### **METERS**

- 1. Include in Columns (b), (c), (d), (e) and (f) meters in stock as well as those in service.
- 2. Report in Column (c) all meters purchased during the year and in Column (d) all meters junked, sold or otherwise permanently retired during the year.
- 3. Use Column (e) to show correction to previously reported meter count because of inventory or property record corrections.
- 4. Totals by size in Column (f) should equal same size totals in Column (o).
- 5. Explain all reported adjustments as a schedule footnote.

**Number of Utility-Owned Meters** 

Size of Meter (a)	First of Year (b)	Added During Year (c)	Retired During Year (d)	Adjustments Increase or (Decrease) (e)	End of Year (f)	Tested During Year (g)	
0.625	3,064	334	475		2,923	349	1
1.000	81	0	0		81	0	2
1.500	18	3	0		21	3	3
2.000	16	3			19	3	4
3.000	7	0	0		7	0	5
4.000	1	0	0	0	1	0	6
Total:	3,187	340	475	0	3,052	355	

Classification of All Meters at End of Year by Customers

Size of Meter (h)	Residential (i)	Commercial (j)	Industrial (k)	Public Authority (I)	Wholesale, Inter- Department or Utility Use (m)		Total (o)	
0.625	2,199	83	0	22	0	619	2,923	_ 1
1.000	20	28	0	5	0	28	81	2
1.500	1	8	0	2	0	10	21	_ 3
2.000	0	5	0	6	0	8	19	4
3.000	0	5	0	0	0	2	7	5
4.000	0	0	0	1	0	0	1	6
Total:	2,220	129	0	36	0	667	3,052	

#### **HYDRANTS AND DISTRIBUTION SYSTEM VALVES**

- 1. Distinguish between fire and flushing hydrants by lead size.
  - a. Fire hydrants normally have a lead size of 6 inches or greater.
  - b. Record as a flushing hydrant where the lead size is less than 6 inches or if pressure is inadequate to provide fire flow.
- 2. Explain all reported adjustments in the schedule footnotes.
- 3. Report fire hydrants as within or outside the municipal boundaries.

Hydrant Type (a)	Number In Service First of Year (b)	Added During Year (c)	Removed During Year (d)	Adjustments Increase or (Decrease) (e)	Number In Service End of Year (f)	_
Fire Hydrants						_
Outside of Municipality	0				0	1
Within Municipality	277	2			279	2
Total Fire Hydrants	277	2	0	0	279	- =
Flushing Hydrants						
	0				0	3
<b>Total Flushing Hydrants</b>	0	0	0	0	0	_

NR811.08(5) recommends that a schedule shall be adopted and followed for operating each system valve and hydrant at least once each two years. Please provide the number operated during the year

Number of hydrants operated during year: 146

Number of distribution system valves end of year: 298

Number of distribution valves operated during year: 144

#### WATER OPERATING SECTION FOOTNOTES

### Water Operating Revenues - Sales of Water (Page W-02)

Public Fire customer 2,220, Altoona customers with Eau Claire meters were added in 2001.

#### Water Operation & Maintenance Expenses (Page W-05)

Acct 600 - increased because of higher allocation of labs to source for supply.

Acct 602 - Decreased because more supplies and more phone charges were incurred in 2000.

Acct 605 - Decreased because there was well maintenance in 2000. None ir 2001.

Acct 620 - Increased because of higher allocation of labor to pumping expenses.

Acct 640 - Increased because of higher allocation of labor to transmissior and distribution expense.

Acct 651 - Increased because of main repairs.

Acct 655 - Increased because of general plan repairs.

#### Water Utility Plant in Service (Page W-08)

Statistical additions added in 2000. Final payment made on contracts in 2001

#### Water Mains (Page W-15)

Statistical additions added in 2000. Final payment made on contracts in 2001.